

**SCOPE OF WORK
FALL PROTECTION TRAINING
AUTHORIZED PERSON LEVEL II INITIAL and AUTHORIZED PERSON
LEVEL II REFRESHER
March 2012**

1.0 INTRODUCTION

The Contractor shall provide all personnel, salaries, transportation, lodging, meals, materials, training and services as required to accomplish the Federal Aviation Administration (FAA), Specialized Fall Protection Authorized Person Level II initial and refresher courses. All deliverables shall be in accordance with Public Law 104-205 (Appendix G), OSHA. 29 CFR 1926, subpart M. Fall Protection, 29 CFR 1910, subpart D, Walking - Working Surfaces, and 29 CFR 1910, subpart R, Special Industries (Telecommunication Standard) and applicable ANSI National Fall Protection Standards. Work shall include: instruction of courses covering Fall Protection Authorized Person Level II training. The primary training audience is FAA designated personnel who will be maintaining elevated structure mounted equipment at remote sites throughout the WSA. The work objective is to have compliant, confident and efficient climbers who will be able to perform work at heights at any level.

2.0 GENERAL REQUIREMENTS

2.1 The Contractor shall ensure each student climber is competent to climb (with and without ladders) and to perform off ladder work. In addition, at course completion the student shall be qualified to perform FAA related maintenance work without supervision on towers and elevated work surfaces, which includes but is not limited to: assessing site hazards, performing personal equipment inspection and understanding the FAA 2 person rule, when working at rural sites where emergency services are more than 5 minutes away. Student competency will be demonstrated by the successful completion of the training, a passing score on a written examination and by a written evaluation of the student's ability to perform required hands-on tasks including specific rescue techniques. Certification of competency shall be provided to the FAA for each student.

2.1.1 The Contractor shall provide an instructor for the climbing techniques lab portions of the course. Practical hands on climbing lab sessions will be held at an FAA facility with a tower. The Contractor will ensure training is conducted using equipment provided by the FAA (this includes lanyards, harnesses, anchor straps, PPE and rescue equipment referenced in Appendix B).

2.1.2 Facility visits will be coordinated with the FAA.

2.1.3 The Contractor shall coordinate all training sessions, dates and times and number of personnel to be trained, etc., with the FAA.

2.1.4 The Contractor shall provide all required administrative instructional materials, supplies, extension cords, instructional equipment and shipping costs unless otherwise negotiated. Student course materials will be provided to each student. Course materials will include an adequate number of copies of the master document/student handbook provided by the FAA. Course materials must specifically cover FAA Authorized Person Level II curriculum, using FAA equipment used in the Western Service Area Air Traffic Organization workplaces. The FAA will not provide shipping, transportation, lodging or a vehicle for the Contractor. The FAA will provide a classroom for the lecture portion of the training, utilities, furniture, and some instructional equipment as negotiated.

2.2 The Contractor shall accomplish the work within the time frames set forth in the table of deliverables (Appendix A) using the course topics provided in Section 3.0.

2.3 The training will comply with Public Law 104-205 (Appendix G).

2.4 Travel and expenses for the instructor will be billed together with the student/class cost.

2.5 The Contractor shall ensure that the training/certification results in the FAA being compliant with the requirements listed in section 4.0. The Contractor shall advise the FAA of any identified changes or issues, which may impede this objective.

2.6 Scheduling and other details of the training will be coordinated with: Tina Benekas: (425) 203-4188.

2.7 Original copies of student course critiques and class attendance rosters shall be delivered to the Administrative Training Coordinator within 3 business days of the end of a class.

Federal Aviation Administration
1601 Lind Ave. S.W.
Renton, WA 98057
Attention: Tina Benekas, AJV-W5

2.8 Original copies of student climber evaluations, student examinations, cards stating certification and completion certificates shall be delivered to the contact person listed below within 3 business days of the end of a class.

Federal Aviation Administration

1601 Lind Ave, S.W.
Renton, WA 98057
Attention: Tina Benekas, AJV-W5

2.9 The Contractor shall call the Administrative Training Coordinator, if a student fails to show by the first break after the class starts or to report any other class issues or concerns. Contact number is:

Tina Benekas: (425)203-4188

3.0 COURSE REQUIREMENTS

3.1 Contractor shall perform the work according to Appendix A, Schedule of Deliverables and sections 3.2 and 3.3 below. If the Contractor determines that a change to course content, delivery schedule, materials or equipment is necessary the Contractor shall submit a request for the change to the FAA. The request for change shall be submitted at least 30 days prior to date of the first class.

3.2 Classroom and lab sessions will be held at FAA facilities. The classes will be conducted in various locations in the Western Service Area (WSA) which include Arizona, California, Colorado, Hawaii, Montana, Nevada, Oregon, Utah, Washington, Idaho and Wyoming, between the dates of June 1, 2012 and October 30, 2012.

3.3 The maximum time allowed to conduct a class shall be 24 hours for the Initial and 16 hours for the refresher. Breaks and lunch periods are to be set by the instructor, but lunch must be at least 14 hour in length. The daily class beginning and ending times will be as follows:

Initial

Monday Travel day
Tuesday 8:00AM - 4:30PM Begin class
Wednesday 8:00AM - 4:30PM
Thursday 8:00AM - 4:30PM End class
Friday Travel Day

Refresher

Monday Travel day
Tuesday - Wednesday - class begins at 8:00 am ends at 4:30 pm (class one)
Thursday - Friday - Class begins at 8:00 am ends at 4:30 pm (class two)

3.4 Maximum class size will be 12 students.

3.5 The Contractor provided instructor(s) shall provide documentation of experience, ability and knowledge of the subject by submitting a resume stating their qualifications and experience. The instructor(s) shall be competent person(s) as defined by OSHA 29 CFR 1926.503. Instructors shall have a minimum of 5 years practical experience with tower work, high angle rescue and be otherwise qualified to teach the course, and a minimum of 3 years as an instructor for courses related to work at heights.

3.6 The combined training should cover all applicable training topics covered under "Authorized Person Level II" and "Authorized Person Level II Refresher" as outlined in the attached Air Traffic Organization (ATO) Fall Protection Program, Order JO 3900.63, and at a minimum, of the following topics/elements. Any hands on exercises that will be performed by the student shall first be demonstrated by the instructor.

3.6.1 Nature of fall hazards in the work area, including working safely around guard rails.

3.6.2 Requirements for fixed and portable ladders and demonstration of climbing per 1910 subpart D.

3.6.3 Discuss requirements when using aerial lifts per 1910.66

3.6.4 Correct procedures for erecting, maintaining, disassembly and inspecting fall protection system to be used.

3.6.5 Use and operation of personal fall arrest systems, warning line systems, safety monitoring systems, controlled access zones and any other protection to be used.

3.6.6 Limitations on the use of mechanical equipment during the performance of roofing work or low-sloped roofs.

3.6.7 Correct procedures for handling and storage of equipment and materials and the erection of overhead protection.

3.6.8 Fall restraint versus fall arrest procedures.

3.6.9 Personal fall arrest system equipment inspection including instructions on packing FAA rescue bags in accordance with Appendix B (lecture and hands-on).

3.6.10 Anchor systems and requirements

3.6.11 Practical climbing training on and off ladder-rail systems as used in the WSA

3.6.12 Recognition and assessment of fall hazards (include hazards associated with working over or elevated above guard rail systems).

3.6.13 Practical hands-on climbing exercises utilizing each method as outlined in the rescue procedures in accordance with Appendix C. At a minimum each student must satisfactorily perform each climb scenario. (Secondary fall arrest systems required during exercises.)

3.7 Government Furnished Equipment: The FAA will provide enough fall protection/rescue equipment for each student's use including the rescue equipment listed in Appendix B, i.e. fall protection training kit. The FAA will inspect fall protection/rescue equipment prior to shipment to course location and return it as directed. Shipping coordination shall be confirmed prior to each course.

3.8 The Contractor shall administer the FAA-provided written end-of-course examination to evaluate individual student success in achieving course objectives. The minimum passing examination grade is 70%.

3.9 The Contractor shall administer the FAA-provided written evaluation with a grade (pass/fail) that reflects the level of ability of each student to complete the hands on practical tower climbing exercises outlined in section 3.7.15 and described in detail in Appendix C. Additionally, students shall show ability to inspect equipment at the "personal person" level and safely climb using FAA provided fall protection equipment with a grade of pass/fail.

3.10 A final course grade (pass/fail) will be computed for each student based on the evaluations and examination grades. The Contractor will determine weighting of the evaluations and examination scores, for a final grade of pass/fail.

3.12 The Contractor shall provide students with an opportunity for post-course evaluation using the FAA provided critique form (Appendix E).

3.13 The Contractor shall utilize the FAA student attendance roster (Appendix G). The roster shall show each student's name, signature, FAA course/class number, class date and location. The Contractor shall sign as a qualified instructor.

4.0 REFERENCE MATERIALS

4.1 The publications and documents listed below form a part of the Scope of Work to the extent referenced.

4.1.1 Air Traffic Organization (ATO) Fall Protection Program, Order JO 3900.63.

4.1.2 Newest version of ANSI/ASSE Z359 Fall Protection Code.

4.1.3 Occupational Safety and Health Administration (OSHA) 29 CFR 1926.500-503 and 29 CFR 1910.23-30

4.1.4 OSHA 29 CFR 1910, Subpart D, Walking and Working Surfaces

4.1.5 OSHA 29 CFR 1910.268, Telecommunication Standards

4.1.6 Public Law 104-205 (Appendix F)

4.1.7 OSHA 29 CFR 1910.66 Appendix D Sample Fall Protection Rescue Plan

Appendix E

COURSE CRITIQUE

WSA EOSH END-OF-COURSE EVALUATION

Course Title: _____ Location: _____

Date: _____ Course and Class Number: _____

Instructions

Please circle the number which best expresses your reaction to each of the items below.

****Note: 1 is the lowest and 5 is the highest.**

EVALUATION CRITERIA

- | | | Less Effective | Highly Effective |
|--|---|----------------|------------------|
| 1. The course materials and content, including visuals/video were clear and directly related to the stated objectives. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 2. The material was presented in a well organized and objective manner. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 3. Was the course specific to FAA work practices and procedures? | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 4. All topics covered were directly related to the subject at hand. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 5. The instructor was knowledgeable of the course content. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 6. The Instructor showed expert skills and communicated well with the class during hands on portions. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 7. My attendance at this training will help me work safer where these hazards exist. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 8. The room was manageable for the training provided. (size, temperature, lighting) | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |
| 9. I would recommend this course to others. | | | |
| Comment: _____ | 1 | 2 | 3 4 5 |

Trainee Signature (Optional)

Date

Appendix F

Congressional Restrictions on Employee Training Public Law 104-205 Summary

Purpose

The purpose for the Congressional Restrictions on Employee Training is to provide information governing how the Department of Transportation (DOT) and the Federal Aviation Administration (FAA) must manage, design, develop, deliver, procure, and evaluate employee training. This is to ensure effective and efficient employee training, based on actual identified needs.

Type of Training

All training conducted by or supported for FAA employees is covered by the restrictions, regardless of funding methodology or type, if the primary purpose is to develop or maintain individual or team knowledge, skills, or abilities necessary to carry out official duties.

Restrictions

- End-of-course evaluations must be conducted.
- Training cannot contain elements likely to induce high levels of emotional response or psychological stress. Training that simulates stress that is actually present in the employees' work environment is permissible. Individual assessment and feedback by the instructor must respect the individual's privacy rights.
- Training must not contain any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in EEOC Notice N-914.022, dated 9/22/88. Training must accommodate an employee who objects to participating in a training program because it utilizes techniques or exercises which conflict with the employee's religious beliefs.
- Training content cannot be offensive to or be designed to change participants' personal values or lifestyle outside the workplace. Training must focus on workplace knowledge, skills, and abilities and behavior employees are expected to exhibit in the workplace.

Training must not contain information related to human immunodeficiency virus/acquired immune deficiency syndrome (HIV/AIDS) other than that necessary to make employees more aware of the medical ramifications of HIV/AIDS and the workplace rights of HIV-positive employees.

Appendix G

CLASS ROSTER

Attachment 1
Air Traffic Organization (ATO) Fall Protection Program, Order JO 3900.63

